Project Name:

IHS Business Needs Statement

Version Number:

Version Date:

VERSION HISTORY

Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0					

1. INTRODUCTION

PURPOSE OF THE IT BUSINESS NEEDS STATEMENT

The Business Needs Statement provides sufficient information to determine whether the proposed work should be treated as part of operations and maintenance (O&M) for an existing deployed system or business function, or whether it represents Development, Modernization, and Enhancement (DME) work that must conform to the documentation and process requirements of the Enterprise Performance Life Cycle (EPLC) that are monitored by the IHS Capital Planning and Investment Control (CPIC) Council.

The Business Needs Statement originates from the Project Sponsor (typically the business owner of the federal business division/program/application) or designee, and is submitted to the Program (Investment) Manager for review and approval. If approved as an O&M activity, the project team will be authorized to proceed with a Project Management Plan that encompasses all related artifacts needed for budgeting, scheduling, and earned value management, including project requirements, acquisition plans, development plans, and testing and implementation plans.

If the proposed project is approved and designated as a DME project, the Business Needs Statement will undergo further review and approval by the IHS Enterprise Architect (EA) and will then be submitted to the Chief Information Officer (CIO) for authorization. CIO approval will constitute authority to develop a full Business Case and other artifacts required by the EPLC process.

GENERAL INFORMATION

Submission Date	
Business Sponsor	
Contact Information	
IT Project Name	
Desired Start Date	
Desired Date of Implementation	

2. IT PROJECT DESCRIPTION

2.1 BUSINESS NEED

2.1.1 Explanation of Business Need *(2100 characters)*

2.1.2 Business Sponsor's Expectations *(2100 characters)*

2.2 GOALS/SCOPE

2.2.1 Purpose, Goals, and Scope *(2100 characters)*

2.2.2 New or Existing Work *(2100 characters)*

2.2.3 Dependencies and Other Effects *(2100 characters)*

2.2.4 Resources *(2100 characters)*

2.3 ESTIMATED COSTS *(2100 characters)*

2.4 RISKS/ISSUES *(2100 characters)*

Appendix A: Business Needs Statement Approval

Request for Approval for: _____

The undersigned acknowledge that they have reviewed this **Business Needs Statement** and agree with the information presented. Approval to proceed with the identified work is requested.

<List the individuals whose sign atures are desired. Examples of such individuals are Business Sponsor, Project Manager (if identified), and any appropriate stakeholders.>

Signature: _____	Date:	_____
Print Name: _____		
Title: _____		
Role: _____		

Signature: _____	Date:	_____
Print Name: _____		
Title: _____		
Role: _____		

Signature: _____	Date:	_____
Print Name: _____		
Title: _____		
Role: _____		

PMO Approval

Comments: *(800 characters)*

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Proposal **Disapproved**

Proposal **Approved** as **Operations and Maintenance**. Authorized to proceed with O&M Project Management Plan.

Proposal **Approved** as **DME Category 1**. DME Category 1 refers in general to those projects that are of lower cost, shorter duration, and are typically limited to one application or project team. The Business Needs Statement will be forwarded to the Enterprise Architect for concurrence and then to the CIO for authorization.

Proposal **Approved** as **DME Category 2**. DME Category 2 projects are those of higher cost, duration, risk, or complexity, and in the opinion of the Investment Manager require greater rigor and scrutiny throughout the project life cycle. Stage Gate Reviews for Category 2 projects are conducted at a higher level than for Category 1 projects. The Business Needs Statement will be forwarded to the Enterprise Architect for concurrence and then to the CIO for authorization.

Signature: _____   Date: _____

Print Name: _____

Title: _____ Investment Manager _____

EA Approval

Comments: *(500 characters)*

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Proposal **Returned** for revision per comments above.

Proposal **Approved** by Enterprise Architect. Business Needs Statement will be forwarded to Chief Information Officer for authorization.

Signature: _____   Date: _____

Print Name: _____

Title: _____IHS Enterprise Architect_____

CIO Approval

Comments: *(500 characters)*

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Proposal **Returned** for revision per comments above.

Proposal **Approved** by Chief Information Officer. Business Sponsor and Project Manager are authorized to proceed with development of a full Business Case for submission to CPIC Council.

Signature: _____   Date: _____

Print Name: _____

Title: _____IHS Chief Information Officer_____

APPENDIX B: REFERENCES

The following table summarizes the documents referenced in this document.

Document Name and	Description	Location

APPENDIX C: KEY TERMS

The following table provides definitions and explanations for terms and acronyms relevant to the content presented within this document. Insert additional terms and definitions in the blank rows.

Term	Definition
IHS	Indian Health Service
OIT	Office of Information Technology
EPLC	Enterprise Performance Life Cycle
CPIC	Capital Planning and Investment Control
EA	Enterprise Architecture
O&M	Operations and Maintenance
DME	Development, Modernization, and Enhancements

APPENDIX D: ISAC PRIORITIES

The following table shows t he priorities of the IHS In formation Systems Advisory Committee (ISAC) for the biennials 2008 – 2009 and 2010 – 2011.

Priority	2008 – 2009	2010 – 2011
1	EHR	Billing (Revenue Generation, Cost Avoidance)
2	Billing (Revenue Generation, Cost Avoidance)	Master Person Index (MPI)
3	Data Quality / Accuracy	EHR
4	Training (User Support)	Infrastructure / Architecture / Interoperability
5	Telemedicine Coordination	Training (User Support)
6	Master Person Index (MPI)	Data Quality / Accuracy
7	Decision Support System	Decision Support System
8	Infrastructure / Architecture	Telemedicine Coordination
9	Cost Accounting	Cost Accounting
10	Security	Security and Regulatory Compliance